



<b>Job title</b>	<i>Development Intern</i>
<b>Reports to</b>	<i>Marketing &amp; Development Coordinator</i>
<b>Start Date</b>	<i>June 2021</i>

### **Job purpose**

The New Haven Pride Center seeks an energetic, responsible intern to work with the Center's development team and Executive Director to develop and implement strategies for generating donations.

### **Duties and responsibilities**

- Assist with the creation of development campaigns
- Assist with design and production of the Center's email newsletter
- Assist with maintaining CRM software with donors and information, running reports as needed
- Assist with maintenance of the Center's email lists
- Assist with research of grant and other funding opportunities
- Additional duties and responsibilities as needed

### **Qualifications**

Persons in this position should:

- be able to work on and meet deadlines
- have strong organizational skills
- have strong verbal and written communication skills
- be proficient in computer programs including Microsoft Office, Microsoft Excel, and Google Docs
- have some office experience
- have the goal of wanting to learn skills in development / fundraising

### **Compensation**

This is an unpaid internship. If you are looking for school credit for said internship the New Haven Pride Center can provide approval for the internship hours and the skills obtained to said school, whether high school or college.